

**Proposal  
TAFE NSW Administrative, Support and Related Enterprise Agreement 2016  
Employment Conditions Comparison**

Condition	Current entitlement – EA section	Current entitlement detail	Key Features of Proposed New Enterprise Agreement <sup>1</sup>
<b>Enterprise Agreement Structure</b>	The current agreement contains schedules outlining specific conditions for different classifications in Parts A – G of the Agreement	Part A – Administrative and Support Staff Part B – Security & General Services Officers Part C – Early Childhood Educators Part D – Printing & Graphic Arts Employees Part E – Trades Assistants Part F – Skilled Trades Part G – Hospitality Employees	<p>The proposed agreement brings together employment conditions from seven different parts to a single set of employment conditions arrangement for all staff covered by the Agreement.</p> <p>The new agreement is divided into nine parts of similar subject matter e.g. a part dealing with rates of pay, another deals with leave entitlements).</p> <ul style="list-style-type: none"> <li>I – Application and Operation</li> <li>II – Consultation and dispute resolution</li> <li>III – Types of employment</li> <li>IV – Rates of pay and allowances</li> <li>V – Hours of work and related matters</li> <li>VI – Travel and related allowances</li> <li>VII – General Conditions</li> <li>VIII – Leave</li> <li>IX – Transferred Officers Compensation</li> </ul> <p>Parts I, II and III commence once the agreement is approved and existing conditions from the current agreement will continue. In six months' time the new contemporary classification structure will apply along with the remaining parts of the agreement (i.e. IV to VIII) (see Clause 4).</p> <p>Schedule E outlines transitional provisions</p>
<b>Types of employment</b>	Definitions Section 2 Clause 12 - Types of employment Clause 13 – Permanent employment Clause 16 – Part time employment Clause 17 – Temporary Employment Clause 19 – Casual Employment	Defines employee - permanent or temporary, full time, casual, part time employees States types of employment available Permanent, Temporary and Casual Defines Permanent Employment Defines part-time employment Defines temporary employment Defines casual employment	Part III sets out the various types of employment. Clear definitions of: <ul style="list-style-type: none"> <li>• Permanent employment</li> <li>• Temporary employment</li> <li>• Casual employment</li> <li>• Part year employment</li> </ul> This formally introduces a new part-year category where part-time employees may be engaged for between 36 and 44 weeks per year in areas which support educational delivery (CI 15). This part also provides for the appointment of temporary employees to permanent positions (CI 16). This provision has not changed from the current enterprise agreement
	Part A – Administrative and Support Staff	Section 2 provisions apply	
	Part B – Security & General Services Officers	Full-time, part-time and casual	
	Part C – Early Childhood Educators	Full-time, part-time and casual	
	Part D – Printing & Graphic Arts Employees	Definitions – permanent or temporary	
	Part E – Trades Assistants	Does not specify therefore Section 2 applies	
	Part F – Skilled Trades	Does not specify therefore Section 2 applies	
	Part G – Hospitality Employees	Types of employment Full-time, part-time and casual	
<b>Weekly ordinary hours of work</b>	Section 2, Clause 21	Hours of work outlined for all classifications	Hours of work will be harmonised to an average of 35 hours per week for all employees (CI 41, 48).
	Part A – Administrative and Support Staff	Includes a mix of 35 and 38 hour employees	

<sup>1</sup> This is a summary of some of the key features. Further detail is included in the proposed Enterprise Agreement

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	Part B – Security & General Services Officers	38 hours	
	Part C – Early Childhood Educators	38 hours	
	Part D – Printing & Graphic Arts Employees	38 hours	
	Part E – Trades Assistants	38 hours	
	Part F – Skilled Trades	38 hours	
	Part G – Hospitality Employees	38 hours	
<b>Arrangement of working hours</b>	Part A--Administrative & Support Staff Class Preparation Assistant – Schedule 11 Food School Assistant – Schedule 25 Stores Officer – Schedule 50 Laboratory staff – Schedule 64	35 hr employees in Part A covered by Flexible Working Hour Agreement 38 hr employees—8 hour days, 19-day month 4-9 hour days within a 4½ day week 4-9 hour days within a 4½ day week 4-9 hour days within a 4½ day week Not specified— variable shiftwork rosters	Revised Flexible Working Hours Agreement expanded to all day workers and non-continuous shift workers such as those employed in library and clerical capacities who are required to work rostered shift for part of the work cycle.  Employee on a 19 day month pattern of work (roster days off) will continue to work on this arrangement but will have their ordinary hours adjusted to a 35 hours per week basis (e.g. 40 hpw with an RDO becomes 36.8 hpw with an RDO)  Different conditions for shift workers/ employees / part year employees with rostered annualised hours.
	Part B--Security Officers Clause 128.1 General Services Officers Clause 128.2	8 hour days, 19-day month - Shift workers 8 hour days, 19-day month - Shift workers	
	Part C--Early Childhood Educators Clause 146.1.3	8 hour days, 19-day month, or other variants averaging 38 hrs per week	
	Part D--Printing & Graphic Arts Employees Clause 163.1	8 hour days, 19-day month	
	Part E--Trades Assistants Clause 170.1	8 hour days, 19-day month	
	Part F--Skilled Trades Clause 186.1.1 & 193.1.1	8 hour days, 19-day month - Shift workers	
	Part G--Hospitality Employees Clause 212.1	No default specified, but several models are available averaging 38 hours per week	
<b>Daily bandwidth</b>	Part A--Administrative & Support Staff Clause 87.6 Clause 87.7  Class Preparation Assistant – Schedule 11 Food School Assistant – Schedule 25 Stores Officer – Schedule 50 Student Association Officer – Schedule 51 Driver/general assistant - Clause 20.1.1 Laboratory staff – Schedule 64	7.30am-6.00pm Core time 9.30am – 3.30pm excl lunchbreak  Monday to Friday - 6.00am-6.00pm Monday to Friday - 6.00am-6.00pm Monday to Friday - 6.00am-6.00pm Monday to Friday – 7.30am-10.30pm Monday to Friday - 6.00am-6.00pm Shift must start between 7.30am & 1.00pm Penalty-free period ends at 6.00pm	
	Part B--Security Officers General Services Officers Clause 128.2	Not specified Mon - Fri - 6.30am-6.00pm - Day Mon - Fri – 4pm – 12am - Afternoon Mon - Fri – 5am – 2pm – Early am Mon - Fri – 6.30am-6pm – Broken shift 10pm Sun-6.30am next day - Night 6pm Mon-Fri – 6.30am Sat Night Monday – Sunday work provisions	
	Part C--Early Childhood Educators Clause 145.1.1	6.30am-6.30pm - Monday to Friday	
	Part D--Printing & Graphic Arts Employees Clause 163.3	Monday to Friday Shifts start on or after 6.15am Shifts must end on or before 9.00pm Penalty-free period ends at 5.30pm	

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	Part E--Trades Assistants Clause 170.2	6.00am-6.00pm - Monday to Friday	
	Part F--Skilled Trades Clause 186.1.1	6.00am-6.00pm - Monday to Friday	
	Part G--Hospitality Employees Clause 212.7	7.00am-7.00pm - Monday to Friday	
<b>Minimum and Maximum daily hours</b>	<p>Section 2 Clause 19.2.2 Clause 19.2.3</p> <p>Part A--Administrative &amp; Support Staff</p> <p>Disability Class Support - Schedule 19 Exam Supervisor – Schedule 22 Class Preparation Assistant – Schedule 11 Food School Assistant – Schedule 25 Stores Officer – Schedule 50 Driver/general assistant - Schedule 20 Laboratory staff – Schedule 64</p> <p>Part B--Security Officers Clause 128.1 Clause 130.2.2 (PT Security) General Services Officers Clause 128.2</p> <p>Part C--Early Childhood Educators Clause 145</p> <p>Part D--Printing &amp; Graphic Arts Employees Clause 163</p> <p>Part E--Trades Assistants Clause 174.2</p> <p>Part F--Skilled Trades Clause 186.1.1</p> <p>Part G--Hospitality Employees Clause 212.3.1</p> <p>Clause 212.3 Clause 212.3.2 Clause 208.3.5 - (PT Hosp)</p>	<p>Casuals – minimum – 3 hrs except for: Exam Supervisor – 1hr 30 mins Disability Support – 2 hrs Hosp Services Officer – 2 hrs Hosp Admin &amp; Front Office – 2 hrs Hosp Admin &amp; Front Office Super – 2 hrs Casuals – maximum 9 hrs before overtime</p> <p>Under FWHA Minimum – nothing specified Maximum - 10 hours Minimum 2 hrs – Maximum 8 hrs Minimum 1.5hrs Minimum 4 hrs - Maximum 9 hrs Minimum 4 hrs - Maximum 9 hrs Minimum 4 hrs - Maximum 9 hrs 8 hours per day Minimum - 3½ hrs - Maximum - 12 hrs</p> <p>Standard - 8 hrs Minimum – 3 hrs Not more than 8 hours total duration – including split shifts Minimum shift on a Sunday – 4 hours Casuals should not exceed 8 hours without payment of overtime</p> <p>8 hours as standard, with other roster patterns by agreement Part timers – minimum 3 hrs Casuals – minimum 3 hrs</p> <p>Minimum – 6 hours Maximum - 11½ hours Minimum – 3 hrs Limitations to the number of long shifts Part timers must have minimum 3 hour shifts Hours worked past agreed are at overtime</p>	<p><b>Full time &amp; part time employees</b> Maximum 10 consecutive hours before overtime is paid (CI 51.2). Overtime on Saturday, Sunday or public holiday, shall be a minimum payment of three (3) hours (CI 51.4, 52.1).</p> <p><b>Casuals</b> Casual Employees will be engaged or paid for a minimum of 3 consecutive hours for each day worked and a maximum 9 consecutive hours before overtime is paid (CI 19.2).</p> <p>Minimum engagement remains 2 hours for Disability Classroom Support (Sch C, CI 8).</p>
<b>Breaks Tea, Crib and Meal</b>	<p>Part A--Administrative &amp; Support Staff Clause 83.1 &amp; 87.8.1</p> <p>Clause 82.1 Clause 118</p> <p>Driver/General Assistant - Schedule 20 Laboratory Staff – Schedule 64</p>	<p>Meal - 60min unpaid meal break by 5th hour - can be varied to min 30 minutes or maximum 2 ½ hrs Tea - 10 min morning break Tea - 10 min afternoon break Overtime meal breaks Monday – Friday – depends on flex or not but generally 30 mins + 30 mins after 5 hrs Saturday / Sunday / PH – 30 mins meal break after each 5 hrs worked Lunch break – at least 20 mins or up 1 hr Between 30mins &amp; 60mins unpaid meal break If roster includes evening work 2 breaks</p>	<p>Introduction of a standard set of definitions for meal, crib breaks and other breaks.</p> <ul style="list-style-type: none"> <li>10 minute morning and afternoon break (CI 44)</li> <li>Meal breaks taken every 5 hours (CI 45.1)</li> </ul> <p>An overtime meal break of 30 min is provided for employees working an hour and a half or more after their ordinary hours of duty and then 30 minutes for each 5 hours thereafter (CI 54.1).</p>

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	Part B--Security Officers Clause 128.1  General Services Officers Clause 128.4.1	Meal - 30 min paid crib break by 5th hour Crib - 20 min paid crib break at end of shift if working overtime + additional 20 min paid crib if overtime is more than 4 hours Crib - 20 min paid crib break for each 4 hours of overtime on a Saturday or Sunday Meal - Unpaid meal break between 30 minutes and 1 hour by 5th hour	
	Part C--Early Childhood Educators Clause 145	Tea – 10 min paid rest between 2nd & 3rd hr Tea - 10 min paid rest pause s after 7th hour Meal - 20-30 paid crib break between 4th & 5th hour <ul style="list-style-type: none"> <li>this crib break can be converted to unpaid meal break on request</li> </ul> If required to work during unpaid meal break, overtime applies.	
	Part D--Printing & Graphic Arts Employees	No provision	
	Part E--Trades Assistants Clause 170.10  Clause 172.2.2 Clause 173.11  Clause 173.11.2  Clause 173.3.3  Clause 173.6  Clause 173.7	Tea - 10 min paid rest period between 9am – 11am Tea - break in the afternoon – but no stopping Meal - 20 min paid crib per shift Meal - 30 min paid crib/meal after 2 hours of overtime and thereafter each 4 hours of overtime Meal - 30 min paid crib/meal on Saturday between 12pm – 1pm Meal - Paid 20 min crib break after 4 hours on recall if recall is greater than 4 hrs If meal break isn't taken, due to work, overtime at double time applies until taken. Where there are breakdowns or concrete pours, and a break isn't taken, payment at ordinary rates is paid.	
	Part F--Skilled Trades Clause 186.7  Clause 192.11  Clause 192.11.2  Clause 192.6  Clause 192.7	Tea - 10 min paid rest break between 9-11 Tea break in afternoon but no stopping Meal - Paid 30 min crib/meal after 2 hrs overtime Meal - Paid 30 min crib/meal after subsequent 4 hrs Meal - Overtime on Saturday – if work continues after 12pm – paid 30 min meal break between 12- 1 If meal break isn't taken, due to work, overtime at double time applies until taken. Where there are breakdowns or concrete pours, and a break isn't taken, payment at ordinary rates is paid.	
	Part G--Hospitality Employees Clause 213.1 Clause 213.1.4	Meal – 30 min unpaid meal break Crib – may take 20 min crib if meal break not taken Shift between 11pm-8am – 20 min paid crib break	
<b>Broken Shifts</b>	Part A--Administrative & Support Staff Laboratory staff – Schedule 64  Part B--Security Officers Clause 128.1.1 General Services Officers Clause 128.2  Part C – Early Childhood Educators  Part D – Printing & Graphic Arts Employees  Part E – Trades Assistants  Part F – Skilled Trades	No mention No broken shifts  Split shifts  Broken shifts are permitted  No mention  No mention  No mention  No mention	Broken shifts may only be worked by employees who deliver security services requiring a security licence. The broken shift may not extend beyond a 12 hour period and employees receive an additional allowance (CI 48.17).

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	Part G--Hospitality Employees Clause 212.4	Broken shifts maximum spread 12 hrs	
<b>Ordinary Rates of Pay Full Time employees</b>	Definitions	Pro rata entitlements	Rates will be increased by 2.5% with effect from the first full pay period commencing on or after 23 June 2016 (Cl. 24, and Schedule A.1). Rates under the new contemporary classification structure will be implemented six months from the commencement of the agreement and are set out in Schedule A.  Part time staff shall receive equivalent pay and conditions to those of full-time employees on a on a pro rata basis (Cl 5) where part time staff work additional hours by mutual arrangement and additional they shall be paid the ordinary rate + 4/48th in lieu of annual leave (Cl 20.7).
	Section 2 Clause 16.3 Clause 17.7.1	Pro rata entitlements Additional hrs at ordinary rate + 4/48th in lieu of annual leave	
	Part A--Administrative and Support Staff	Section 2 entitlements apply	
	Part B--Security Officers Schedule 65 & 66	Allows for an additional 10% for part timers – this loaded rate is included in the base salary	
	Part C – Early Childhood Educators	Section 2 entitlements apply	
	Part D – Printing & Graphic Arts Employees	Section 2 entitlements apply	
	Part E – Trades Assistants	Section 2 entitlements apply	
	Part F – Skilled Trades	Section 2 entitlements apply	
	Part G--Hospitality Employees	Pro rata entitlements	
<b>Rates of Pay Casual employees</b>	Section 2 Clause 19.3.1	<b>Classifications in Parts A, B, D, E, F</b> Monday to Friday Hourly rate +15% + 1/12 <sup>th</sup> loading in lieu of annual leave  Saturdays Hourly rate + 50%  Sunday Hourly rate + 75%  Public Holidays Hourly rate + 150%  <b>Classifications under Parts C &amp; G</b> Monday to Friday Hourly rate +25%  Saturdays Hourly rate + 50%  Sunday Hourly rate + 75%  Public Holidays Hourly rate + 150%	Casual employees will be paid a 25% casual loading for work undertaken on Monday to Friday 50% on Saturdays, 75% on Sundays and 150% on Public Holidays.  The above percentage loadings compensate employees for nonaccrual of leave entitlements (Cl 19.3.4).
	Part A--Administrative and Support Staff	Monday –FridayHourly rate +15%+1/12th  Saturday, Sunday & PH as per section 2.	
	Disability Class Support - Schedule 19 Exam Supervisors - Schedule 22	Paid casual rate as specified Paid casual rate as specified	
	Part B--Security & General Services Officers Clause 130.1.1	Monday –FridayHourly rate +15%+1/12th Saturday, Sunday & PH as per section 2.	

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	Part C--Early Childhood Educators Clause 149.4.1	Monday to Friday Hourly rate +25% Saturday, Sunday & PH as per section 2.											
	Part D – Printing & Graphic Arts Employees	Monday –FridayHourly rate +15%+1/12th Saturday, Sunday & PH as per section 2.											
	Part E – Trades Assistants	Monday –FridayHourly rate +15%+1/12th Saturday, Sunday & PH as per section 2.											
	Part F – Skilled Trades	Monday –FridayHourly rate +15%+1/12th Saturday, Sunday & PH as per section 2.											
	Part G--Hospitality Employees Clause 208.2.2	Monday to Friday Hourly rate +25% Saturday, Sunday & PH as per section 2.											
<b>Shift Work Definition</b>	<p>Definitions</p> <p>Afternoon Shift - Parts B,E F</p> <p>Afternoon Shift - Part C</p> <p>Broken Shift – Part B</p> <p>Day Worker – Part A</p> <p>Early morning shift – Parts B &amp; C</p> <p>Night Shift – Part B</p> <p>Night Shift – Part E &amp; F</p> <p>Night Shift – Non Rotating – Part C</p> <p>Night Shift – Non Rotating – Part B</p> <p>Seven day Shift Worker – Parts B &amp; C</p> <p>Shift Worker – Continuous Shifts – Part A</p> <p>Shift Worker – Non-continuous Shifts</p>	<p>Any shift finishing after 6pm or at or before 12am</p> <p>Any shift finishing after 6.30pm and at or before midnight</p> <p>Two shifts per day within ordinary hours for Security Officer</p> <p>Two or more shifts per day by a General Services Officer</p> <p>Not a shiftworker who works ordinary hours between 7.30am &amp; 6.00pm</p> <p>Any shift starting at or after 5am and before 6.30am</p> <p>Any shift finishing after midnight and at or before 8am or any shift commencing at or after midnight and before 5am</p> <p>Any shift finishing subsequent to midnight and at or before 8am</p> <p>Any shift system that doesn't allow rotating off night shift</p> <p>Any shift system where at least 2/3 of shifts are night shifts</p> <p>Ordinary shifts include all 7 days+ph Continuous night shifts</p> <p>Not a day worker or a continuous shift worker</p>	<p>A Shift Worker under this Agreement is an employee who works shifts in accordance with a roster as directed by the Employer. A Shift Worker is required to commence work at a specific time and work for a defined period in accordance with a roster (CI 48.1).</p> <p>Morning shift means any shift commencing after midnight and before 6:00am; Afternoon shift means any shift finishing after 6:30pm and at or before midnight;</p> <p>Night shift means any shift finishing after midnight, and at or before 6.00am;</p> <p>Permanent Night Shift means a night shift which does not rotate with another shift or shifts or day work and which continues for a period of not less than four consecutive weeks (CI 48.4).</p>										
<b>Shiftwork Penalty Rates</b> (excluding casual)	<p>Part A--Administrative &amp; Support Staff Clause 112.1</p> <p>Clause 112.4</p> <p>Clause 112.5</p> <p>Clause 112.6.1</p> <p>Food school Assistant – Schedule 25</p> <p>Stores Officer – Schedule 50</p> <p>Student Association Officer – Schedule 51</p> <p>Laboratory staff - Schedule 64</p>	<p>Mon – Fri commencing between</p> <table border="0"> <tr><td>6am and 10am</td><td>Nil</td></tr> <tr><td>10am and 1pm</td><td>+10%</td></tr> <tr><td>1pm and 4pm</td><td>+12.5%</td></tr> <tr><td>4pm and 4am</td><td>+15%</td></tr> <tr><td>4am and 6am</td><td>+10%</td></tr> </table> <p>Saturday +50%</p> <p>Sunday +75%</p> <p>PH +150%</p> <p>Commencing before 6.30am +10%</p> <p>Finish between 6pm &amp; 12am +15%</p> <p>Finish btw 12am &amp; 8am – rotating +15%</p> <p>Finish btw 12am &amp; 8am –non-rot. +30%</p> <p>Shift allowance if not Daylight Equivalent</p> <p>Shift 11am – 7pm +10%</p> <p><b>Daylight Equivalent</b>—hours worked after 6.00pm are accumulated at a factor of 1.5.</p>	6am and 10am	Nil	10am and 1pm	+10%	1pm and 4pm	+12.5%	4pm and 4am	+15%	4am and 6am	+10%	
6am and 10am	Nil												
10am and 1pm	+10%												
1pm and 4pm	+12.5%												
4pm and 4am	+15%												
4am and 6am	+10%												

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	Includes TO(Eng), STO (Eng), Lab Att, TTO (Sci), TO (Sci), STO (Sci)  Librarian - Clause 35.6 Library Assist – Clause 36.2 Library Technician – Clause 37.3	No specific weekend or public holiday shift penalty rates are provided for in Schedule 64  Some library staff receive 12.5% loading for the evening shift – this will cease at the expiry of the agreement	<p><b>All shift workers</b></p> <p>New definitions for shifts use finishing times (except morning shift), in line with Modern Award and provide the following loadings for shift work</p> <p>15% - Morning shift commencing after 12:00am and before 6:00am;</p> <p>15% - Afternoon shift - finishing after 6:30pm and at or before midnight</p> <p>15% - Night shift (non - permanent/rotating) finishing after midnight and at or before 6am.</p> <p>30% - Permanent Night shift finishing after midnight and at or before 6am for a period of not less than 4 consecutive weeks.</p>
	Part B--Security Officers Shift Definitions apply Shift penalties – Clause 132.1  Clause 134.1  Clause 140.1.2 Clause 132.2.4  General Services Officers Clause 128.2 Shift penalty rates – Clause 132.1  Clause 134 Clause 132.2	Monday to Friday Start/finish 6.30am-6pm Nil Start 5am and 6.30am +10% Finish 6pm-12am +15% Finish 12am-8am – rotating +17% Finish 12am-8am - non-rot. +30% Saturday +50% Sunday +100% PH +150% Broken Shift bw 12am-6am after 9pm Allow +30% or +15% Mon – Fri - 6.30am-6.00pm Nil Mon-Fri – 5am – 2pm +10% Mon-Fri – 4pm – 12am +15% 10pm Sun-6.30 next day +15% 6pm Mon-Fri – 6.30am Sat +15% Mon-Fri – 6.30am-6pm Broken shift +Allow	
	Part C--Early Childhood Educators Shift Definitions apply – yes Shift Penalty Rates - Clause 150.1  Clause 151.1	Monday to Friday Start/finish 6.30am-6pm Nil Start 5am and 6.30am +10% Finish 6pm-12am +15% Finish 12am-8am -rotating +17.5% Finish 12am-8am –non-rot +30% Saturday +50% Sunday +100% PH +150%	
	Part D--Printing & Graphic Arts Employees	No provision	
	Part E--Trades Assistants Shift Definitions Shift Penalty Rate – Clause 174.6  Clause 174  Clause 174.7	Monday to Friday Start/finish 6.30am-6pm Nil Finish 6pm-12am +15% Finish after 9pm (intermit) +20% Finish 12am-8am - rotating +15% Finish 12am-8am - non-rot. +30% Saturday +50% Sunday +75% PH +150% Saturday pm minimum 4 hrs +100%	
	Part F--Skilled Trades Clause 193.3.4 Clause 193.3.5	Monday to Friday: Start/finish 6.30am-6pm Nil Finish 6pm-12am +15% Finish 12am-8am +15% Finish 12am - 8am – non-rot. +30% Saturday +50% Sunday +100% PH +150%	
	Part G--Hospitality Employees Clause 212.7 Clause 212.7.1  Clause 215.1 Clause 216.1	Monday to Friday Between 7pm and 12am +10% of L4 Between 12am and 7am +15% of L4 Saturday +25% Sunday +75% PH +150%	

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<b>Overtime Payment Rules</b>	Section 2 Clause 16.8 Clause 16.7.3	Part Time - Overtime paid for extra hours worked in excess of the hours for a full-time employee. Part time employees working in excess of full time hours will be paid overtime rates. Part time Security Officers are paid overtime rates for additional hours past contract hours	<p>An Employee may be directed by the Managing Director to work overtime, provided it is reasonable for the Employee to be required to do so (CI 49.1). Payment for overtime shall be made only where the Employee works directed overtime. (CI 49.2)</p> <p><b>Shift Workers (CI 50)</b> A shift worker shall be paid overtime for all time worked: in excess of the ordinary weekly hours; and/or in excess of the ordinary daily hours on an ordinary shift (CI 50.1).</p> <p>Monday-Friday - All overtime worked shall be paid for at the rate of time and one half for the first two hours and double time thereafter</p> <p>All overtime worked on Saturday, shall be paid for at the rate of time and one half for the first two hours and double time thereafter.</p> <p>All overtime worked on a Sunday shall be paid for at the rate of double time.</p> <p>All overtime worked on a public holiday shall be paid for at the rate of double time and one half.</p> <p><b>Day Workers (CI 51)</b> Monday to Friday - time and one-half for the first two hours and double time thereafter for directed overtime outside ordinary daily or weekly hours of duty, or more than 10 hours, or outside the bandwidth for flex workers</p> <p>Saturday - time and one-half for the first two hours and at the rate of double time thereafter;</p> <p>Sundays - double time; Public Holidays - double time and one half.</p> <p><b>Casuals (CI 19.4)</b> Casual Employees shall be paid overtime for work performed in excess of 9 consecutive hours, outside the bandwidth, roster of other pattern for that classification (see CI 19.4.1).</p> <p>Overtime payments for Casual Employees are based on the ordinary rate plus 15% at the rate of time and one half for the first two hours worked, and double time thereafter.</p>
	Section 2 Clause 19.4.3	Casual employees are paid at overtime rates after 9 hours, or for extra hours worked in excess of the normal hours for a full-time employee. Overtime for casuals is based on the casual rate x OT rate	
	Part A--Administrative & Support Staff Class Preparation Assistant – Schedule 11 Food School Assistant – Schedule 25 Stores Officer – Schedule 50 Disability Support- Schedule 19 Student Association Officers – Schedule 51 Laboratory Staff – Schedule 64 CI 64.8	Overtime is not payable if work is performed within the flextime bandwidth. For these 3 - Hours in excess of 9 hours per day or 40 hours per week are paid as overtime Hours in excess of 8 hrs per day are paid as overtime May accumulate leave in lieu of payment of overtime up to a maximum of three weeks per annum. Leave is accrued on an “hr for hr basis” Overtime is paid once 35 hrs are reached	
	Part B--Security & General Services Officers Clause 140 Clause 128.3	Changes to roster may incur overtime Casuals get overtime after 8 hours	
	Part C--Early Childhood Educators Clause 152 Clause 151 Clause 158 Clause 152.3 Clause 145.2	All work outside normal Overtime rates for part-time employees are ordinary time rates until the number of hours worked exceeds the hour a full-time employee would have worked. Changes to roster may incur overtime	
	Part D--Printing & Graphic Arts Employees Clause 165 Clause 163.4	Overtime paid after 8 hours Work after 5.30pm attracts overtime	
	Part E--Trades Assistants Clause 173.1	Overtime paid after 8 hrs	
	Part F--Skilled Trades Clause 192.1 / 4 / Clause 192.12.1	Overtime paid after 8 hrs	
	Part G--Hospitality Employees Clause 214.2 Clause 208.3.7 Clause 211.7	Outside ordinary hrs and/or spread of hours or roster Part timers get overtime past agreed hours Work performed during overnight stay	
<b>Overtime Minimum and Maximum Hours</b>	Part A--Administrative & Support Staff Clause 115.4	Minimum 3 hrs for day workers Sat/Sun/PH	Standard definition and payment rules to apply providing an employee overtime as directed on weekdays and a minimum payment for three (3) hours work at the appropriate rate for a Saturday, Sunday or public holiday (CI 51.4).
	Part B--Security & General Services Officers	Public holiday min 4 hrs	
	Part C--Early Childhood Educators	Saturday min 4 hrs Sunday min 4 hrs Public holiday min 4hrs	
	Part D--Printing & Graphic Arts Employees	No mention	
	Part E--Trades Assistants Clause 173.12	Maximum 16 hours overtime in any one week	
	Part F--Skilled Trades Clause 192.12.1	Maximum 16 hours overtime in any one week	
	Part G--Hospitality Employees	No mention	



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<b>On-call and Recall and Call Back, Standby</b>	Definitions	Standby Recall to duty	<p>An employee who is required to be on-call will receive an on call allowance of 92 cents per hour'</p> <p>An Employee recalled to work overtime after leaving the Employer's premises shall be paid for a minimum of three (3) hours work at the appropriate overtime rates (CI 52).</p>
	Part A--Administrative & Support Staff Clause 116	If the employee is recalled to the workplace, the rate for the recall is the usual overtime rate. The minimum recall payment is 3 hours, subject to rules that limit payment if there are two or more recalls. On call allowance is 90 cents per hour.	
	Clause 117.1		
	Part B--Security Officers	Minimum call back is 4 hours	
	Part C – Early Childhood Educators	No provision	
	Part D – Printing & Graphic Arts Employees	No provision	
	Part E--Trades Assistants Clause 173.3	Minimum call back is 4 hours for each recall Meal allowance paid if more than 4 hours Paid 20 min crib break after 4 hours if recall is more than 4 hours Standby – paid at ordinary rates	
	Clause 173.5.1		
Part F--Skilled Trades Clause 192.3	Minimum call back is 4 hours for each recall Meal allowance paid if more than 4 hours Paid 20 min crib break after 4 hours Standby – paid at ordinary rates		
Clause 192.5			
Part G--Hospitality Employees	No provision		
<b>Job Evaluation</b>	Part A – Administrative and Support Staff	Clerks currently evaluated using Mercer CED Library employees and TOs have classification descriptors in the EA Others evaluated on position	Positions will be evaluated utilising Work Level Standards to determine the appropriate level in the structure.
	Part B – Security & General Services Officers	Evaluated based on position	
	Part C – Early Childhood Educators	Evaluated based on position	
	Part D – Printing & Graphic Arts Employees	Evaluated based on position	
	Part E – Trades Assistants	Evaluated based on position	
	Part F – Skilled Trades	Evaluated based on position	
	Part G – Hospitality Employees	Evaluated based on position	
<b>Probation</b>	Section 2 Clause 14--Initial Permanent Employment	Defines probation for permanent employees of 6 months probation with maximum extension of probation to 2 years.	Initial permanent appointment of persons by TAFE NSW shall be by appointment to a position on probation for a period of 6 months or such longer period as the Managing Director directs.
<b>Rest periods between shifts</b>	Part A--Administrative & Support Staff Clause 114.2 Clause 114.3	Shift workers – 8 hour break between overtime and ordinary duty, except if the OT is worked to effect a change of shift Day workers - 8 hour break between overtime and ordinary duty, and overtime penalty rates will be paid if the employee is not released from duty for at least eight hours	
	Clause 112.9 Clause 112.10 Clause 115.5		
	Part B--Security & General Services Officers Clause 137.6	Shift workers - 8 hour break between overtime and ordinary duty. Double time rates if the break is not given.	

Condition	Current entitlement – EA section	Current entitlement detail	Key Features of Proposed New Enterprise Agreement <sup>1</sup>
		Day workers - 10 hour break between overtime and ordinary duty Overtime rates paid if break is not given Double time rates if the break is not given.	<p>Standard rest periods between shifts provision to apply to all positions.</p> <ul style="list-style-type: none"> <li>An Employee who works overtime shall be entitled to be absent until ten (10) consecutive hours have elapsed (CI 51.5).</li> <li>Where an Employee is directed to resumes without having had ten (10) hours off duty then such overtime rates will be paid until released from duty for 10 hours (CI 51.5).</li> <li>A shift worker who works overtime shall be entitled to be absent until eight (8) consecutive hours have elapsed (CI 50.3.1).</li> </ul>
	Part C--Early Childhood Educators Clause 145.9.1	10 hour break between overtime and shift starts. Overtime rates apply until the employee has had a 10 hour break. Can be reduced to 8 hours by request.	
	Part D--Printing & Graphic Arts Employees Clause 165.2	10 hour break between overtime and ordinary duty. Overtime penalty rates will be paid in the case that the employee is not released from duty for at least 10 hours. Double time rates are payable if the break is not given.	
	Part E--Trades Assistants Clause 173.2.1	Shiftworkers 8 hours between shifts 0 hour break between overtime and ordinary duty Overtime penalty rates will be paid in the case that the employee is not released from duty for at least ten hours plus reasonable travelling time. Double time rates are payable if the break is not given.	
	Clause 173.2.3		
	Part F--Skilled Trades Clause 192.1	Shiftworkers 8 hours between shifts 10 hour break between overtime and ordinary duty Overtime penalty rates will be paid if the employee is not released for at least 10 hrs.	
	Part G--Hospitality Employees Clause 214.2.5	8 hours between shifts	
<b>Overtime Rates</b>	Section 2	Overtime is paid as per below	
	Part A--Administrative & Support Staff Shift workers - Clauses 114.1 Day workers - Clauses 115.1	Monday to Friday 1.5T first 2 hours 2.0T thereafter Saturday 1.5T first 2 hours 2.0T thereafter Sunday 2.0T for all hours Public holiday 2.5T for all hours Cap on maximum rate Clerk G8 + \$1.00	<p><b>Shift Workers (CI 50)</b> A shift worker shall be paid overtime for all time worked: in excess of the ordinary weekly hours; and/or in excess of the ordinary daily hours on an ordinary shift (CI 50.1).</p> <p>Monday-Friday - All overtime worked shall be paid for at the rate of time and one half for the first two hours and double time thereafter</p> <p>All overtime worked on Saturday, shall be paid for at the rate of time and one half for the first two hours and double time thereafter.</p> <p>All overtime worked on a Sunday shall be paid for at the rate of double time.</p> <p>All overtime worked on a public holiday shall be paid for at the rate of double time and one half.</p>
	Clause 120.1		
	Part B--Security & General Services Officers	Monday to Friday 1.5T first 2 hours 2.0T thereafter Saturday before midday 1.5T first 2 hours 2.0T thereafter Saturday after midday 2.0T for all hours Sunday Public holiday 2.5T for all hours	<p><b>Day Workers (CI 51)</b> Monday to Friday - time and one-half for the first two hours and double time thereafter for directed overtime outside ordinary weekly hours of duty, or more than 10 hours,</p> <p>Saturday - time and one-half for the first two hours and at the rate of double time thereafter;</p> <p>Sundays - double time; Public Holidays - double time and one half.</p>
	Part C--Early Childhood Educators Clause 152 Clause 151.3 & 151.4	Monday to Friday 1.5T first 2 hours 2.0T thereafter Saturday 1.5T first 3 hrs 2.0T thereafter Sunday 2.0T for all hours Public holiday 2.5T for all hours	
	Clause 151.3 & 151.4 Clause 158.2		
	Part D--Printing & Graphic Arts Employees Clause 165.1	All work 1.5T first 2 hrs 2.0T thereafter	
	Part E--Trades Assistants Clause 173.1	Monday to Friday 1.5T first 2 hours 2.0T thereafter Saturday 1.5T first 2 hours 2.0T thereafter Sunday 2.0T for all hours Public holiday 2.5T for all hours	<p><b>Casuals (CI 19.4)</b></p>

Condition	Current entitlement – EA section	Current entitlement detail	Key Features of Proposed New Enterprise Agreement <sup>1</sup>
	Part F--Skilled Trades Clause 192.1 Clause 192.4	Monday to Friday 1.5T first 2 hours 2.0T thereafter Saturday 1.5T first 2 hours 2.0T thereafter Saturday 2.0T after 12pm Sunday 2.0T for all hours Public holiday 2.5T for all hours	Casual Employees shall be paid overtime for work performed in excess of 9 consecutive hours, outside the bandwidth, roster of other pattern for that classification (see CI 19.4.1).  Overtime payments for Casual Employees are based on the ordinary rate plus 15% at the rate of time and one half for the first two hours worked, and double time thereafter.
	Part G--Hospitality Employees Clause 214	Monday to Friday 1.5T first 2 hours 2.0T thereafter Saturday 1.75T first 3 hrs 2.0T thereafter Sunday 2.0T for all hours Public holiday 2.5T for all hours	
<b>Transitional Arrangements for current employees</b>	N/A	N/A	Employees will transition to the new salary structure 6 months after the commencement of the agreement (January 2016).  Schedule E of the proposed Enterprise Agreement outlines all transitional provisions.

#### ALLOWANCES

Allowances not in Proposed Agreement	
Leading Hand	Insulation Material
Mixed Functions	Locomotion
Student Association Officer L2	Overnight Duties
Acid, Furnaces, Stills	Phone Line (at Home)
Asbestos Eradication	Proficiency
Boiler Attendant Certificate	Refrigeration Drivers
Cold Places	Security Officer (Resident)
Contingency	Septic Tanks
Distant Work/Camping	Smoke Boxes
Depth	Soil Pipes
Explosive Power Tools	Swing Scaffolds
Foundry	Toilet
Furniture Removal	Tools (loss of)
Garage	Torches
General Scale Clerk Step 14	Wet Places
Home Office	
Hot Places	

Allowances in proposed Agreement	Clause in proposed Agreement
Broken Shift Allowance	CI 48.17/ Item 5 Schedule B 8.1
Certified Supervisor Allowance	CI 36 / Item 4 Schedule B 8.1
Community Language	CI 33 / Item 1 Schedule B 8.1
Higher Duties	Clause 35
Licences (reimbursement)	Clause 75
Remote Area Allowance	CI 70/ Item 4 Schedule B 9.1
Transport/Excess Travel	Clause 60
Travel Allowance & meals	CI 63/Item 1,2 Schedule B 9.1
Use of Private Motor Vehicle	CI 68/Item 3 Schedule B 9.1
Travel Assistance on vacation – remote areas	CI 73/ Item 8 Schedule B 9.1
Dirty and Related Work	CI 38/ Item 7 Schedule B 8.1
Heights	CI 37/ Item 6 Schedule B 8.1
Laundry	CI 79/ Item 6 Schedule B 9.1
First Aid	CI 34/ Item 2 Schedule B 8.1
Tools	CI 39/Item 8 Schedule B 8.1
Overtime Meal Allowance	CI 55/ Item 7 Schedule B 9.1